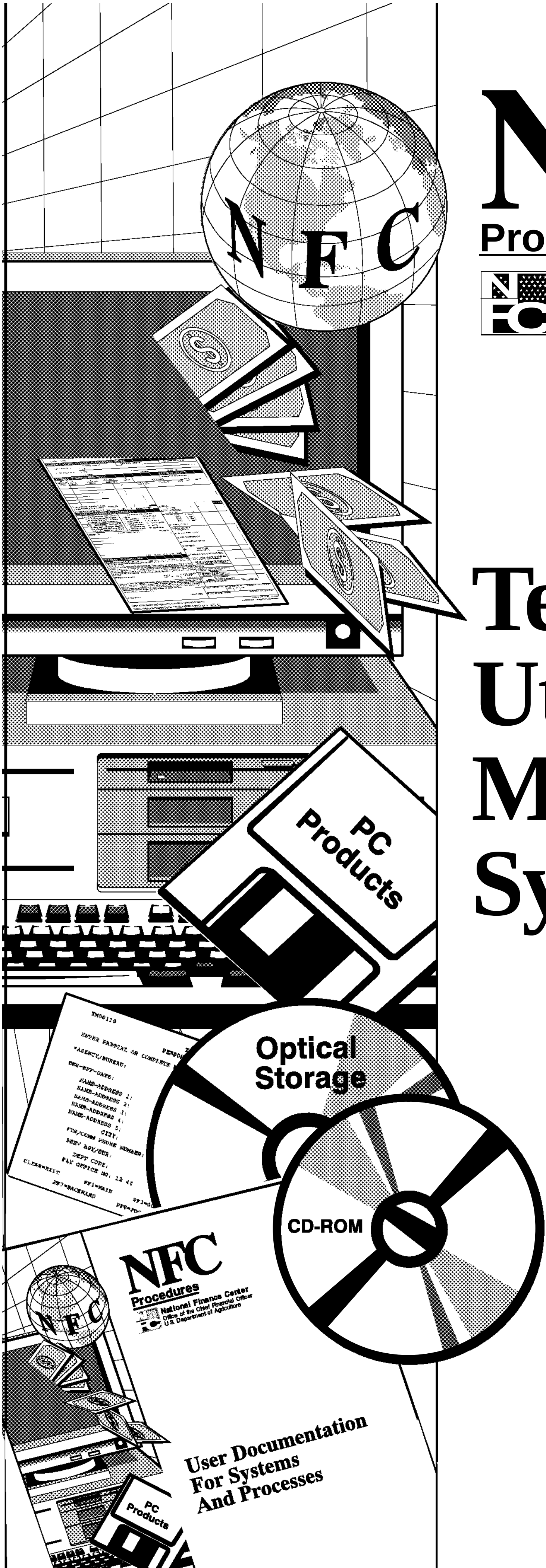

NFC
Procedures

National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

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Telephone and Utilities Maintenance System (TUMS)

TITLE II
Voucher and Invoice Payments Manual

CHAPTER 3
Special Vendor Payments

SECTION 4
Telephone and Utilities Maintenance System (TUMS)

Table Of Contents

About This Procedure

This procedure provides instructions for accessing and operating the Telephone and Utilities Maintenance System (TUMS). The following information will help you use the procedure more effectively and obtain further assistance, if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

Overview describes what the system is used for and provides background information, including security access information.

Getting Started In TUMS provides access instructions, exiting instructions, operating features, reports related to TUMS, and the TUMS Main window.

Processing In TUMS contains step-by-step instructions for adding new accounts; updating, deleting, and viewing existing accounts; and viewing account history for commercial telephone and public utility accounts.

Exhibits contains examples of reports related to TUMS.

Heading Index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, short publications called bulletins may be issued. This procedure and all related bulletins are listed in the National Finance Center (NFC) Publications Catalog available online from the NFC Web site (*http://www.nfc.usda.gov*). Click the Pubs & Forms icon on the NFC home page to access the Publications Catalog. Users can choose to view and/or print this procedure and related bulletins from the list provided.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Messages displayed by the system are printed in *italics*.	The message pop-up *You have been logged out* is displayed.
Important extra information is identified by a note, warning, caution, or reminder in bold sans serif font.	**Note:** The data in the remaining fields is system generated.
Figure references link figures with the text. These references are printed in bold sans serif font.	The TUMS Main Menu (**Figure 1.1**) is displayed.
References to headings in the procedure are printed in the same font as figure references. **Note:** When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	See **Who To Contact For Help** for detailed information.
References to menu options are printed in ***bold italics***.	To close the open window, select: ***File > Close***.
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	Click **[Submit]**.
Field names are printed in the margin. Field specifications are printed in *italics*. **Note:** Field entries are identified as *required*[1], *conditional*[2], *optional*[3], *optional default*[4], or *no entry*[5].	**Enter the Account Number** *Required, alphanumeric, 25 positions max.* Type the appropriate account number.

[1]***Required***	*You must enter data in the field.*
[2]***Conditional***	*You may be required to enter data, based on criteria indicated in the field instructions.*
[3]***Optional***	*You may elect to enter data in the field. If the field is left blank, no data is system generated.*
[4]***Optional default***	*You may elect to enter data. If the field is left blank, the system generates a default entry.*
[5]***No entry***	*You do not enter data in the field. The field instruction states the reason for no entry.*

Who To Contact For Help

For questions about processing telecommunications or utilities invoices for payment, contact the Administrative Payments Branch, Miscellaneous Payments Section, via e-mail at *misc@usda.gov* or telephone at **504-255-4647** . Agencies should be prepared to provide the following information when contacting the Miscellaneous Payments Section:

- Name, user ID, location, and telephone number of the caller
- Name of vendor
- Account number
- Period of service

- Amount of charge
- Agency code, accounting station, and unit code (for Forest Service)

Vendors should contact the Miscellaneous Payments Section at **1-800-421-0323** , **504-255-6307** or via e-mail at *misc@usda.gov.*

For questions about using TUMS, contact the Quality Assurance Branch, Customer Relations Section, at **504-255-4851** .

For access to TUMS, contact your agency's security officer.

For questions about this procedure, contact the Quality Assurance Branch, Documentation, Analysis, and Reporting Section, at **504-255-5322** .

Overview

This section presents the following topics:

About TUMS

TUMS is a United States Department of Agriculture (USDA) Web application. TUMS operates in a Web environment requiring Internet and NFC security access and is accessed through a link on the NFC home page.

Master accounts for commercial telecommunication services and equipment and public utility services are established and maintained in TUMS. Telecommunication services and equipment include, but are not limited to, the following:

- Local service
- Long-distance service
- Wireless service
- Internet service
- Cable television service
- Direct television service
- Satellite service
- Leased or dedicated telephone lines
- Telephone equipment/hardware

Utility services are:

- Electricity
- Natural gas
- Propane
- Water
- Sewerage
- Trash removal

Note: Invoices for a one-time charge must be submitted for payment on Form AD-838, Purchase Order. If a one-time charge (e.g., for the purchase of a wireless phone) is included on a recurring invoice, however, it will be processed through the internal Telephone Vendors System (TELE). (See **Related Systems** for a brief description of TELE.)

Agencies are required to add a telephone or utility master account immediately upon installation of service or equipment to ensure the account is established prior to receipt of the first invoice. The master account created in TUMS establishes the name of the vendor, name and address of the agency office using the service, the estimated monthly maximum invoice amount allowed for the service or equipment, and the accounting data that the costs are charged against.

As the responsible office for payment of agency utility and telephone-related invoices, the Office of the Chief Financial Officer-Controller Operations Division (COD), located at NFC, maintains a master file of all accounts and matches the details established by agency offices to the invoices before payment is processed. Valid invoices are processed to generate disbursing and accounting records, update history files, and produce related reports.

TUMS is used to:

- Add new telephone and utility master accounts
- Update existing master accounts
- Delete existing master accounts
- View existing master accounts
- View history of additions, modifications, and deletions

Benefits of TUMS:

- Timely and efficient account maintenance
- Paperless medium
  - No need to mail forms
  - No lost mail
- Reduces processing time
- Reduces the number of entries required
- Reduces errors
  - Substantially reduces manual input
  - Requires necessary fields before acceptance
  - Eliminates the entry of invalid codes for certain fields

Hardware And Software Requirements

You will need the following equipment to run TUMS:

- A personal computer with Internet capabilities

- Access to the Internet with version number 4.0 or higher Web browser with JavaScript enabled
- An NFC user ID with access to TUMS

Related Systems

The Reporting Center, an external reporting tool, is available to TUMS users to extract telecommunications data. TELE and Utility Vendors System (UTVN), two internal processing systems, are used to process the data transmitted through TUMS. These systems are described below.

Reporting Center. The Reporting Center is a Web-based reporting tool that provides a secure and valid method for obtaining sensitive and nonsensitive data in an electronic environment. TUMS users can extract telecommunications ad hoc reports and downloads based upon the specific needs of the agency. For example, reports can be run on all of the essential elements used to add telephone accounts, such as T&A contact point or account number. (Essential elements are identified by an asterisk in **Adding A New Telephone Account** under **Processing In TUMS**.)

Telephone Vendors System (TELE). TELE is an internal processing system accessible through the NFC Mainframe and available to COD personnel only. TELE processes telephone account data transmitted via TUMS, which is used to process invoices received from vendors and submit payment on behalf of agencies. TELE compares invoice data to the account data on the master account. If a match occurs, the invoice is paid. (For a description of the report generated by TELE for TUMS users, see **Reports**.)

Utility Vendors System (UTVN). UTVN is an internal processing system accessible through the NFC Mainframe and available to COD personnel only. UTVN processes utility account data transmitted via TUMS, which is used to process invoices received from vendors and submit payment on behalf of agencies. UTVN compares invoice data to the account data on the master account. If a match occurs, the invoice is paid. (For a description of the report generated by UTVN for TUMS users, see **Reports**.)

Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and application maintenance.

Agency:

- Adds a master account immediately upon installation of service/equipment. (See **Adding A New Telephone Account** and **Adding A New Utility Account** under **Processing In TUMS** for detailed instructions.) Ensures that the account is established prior to receipt of the first invoice. (See **Viewing An Existing Telephone Master Account** and **Viewing An Existing Utility Master Account** under **Processing In TUMS** for detailed instructions.)
- Determines actual service charges, and estimates as accurately as possible the anticipated toll charges. Enters these amounts on the master accounts.

- Updates master account to reflect modifications to an account. (See **Updating An Existing Telephone Master Account** and **Updating An Existing Utility Master Account** under **Processing In TUMS** for detailed instructions.)
- Deletes inactive accounts. (See **Deleting An Existing Telephone Master Account** and **Deleting An Existing Utility Master Account** under **Processing In TUMS** for complete instructions.) Notifies the vendor to stop billing the inactive account.
- Adds separate accounts for the selected long-distance carrier and supplier of leased equipment if the charges are not integrated with the local telephone company's invoice.
- Assigns a T&A contact point location for the agency office responsible for monitoring the activities of its telephone and utility accounts.
- Monitors activity on accounts by reviewing and verifying information contained in TUMS, the Reporting Center (for telecommunications only), and hardcopy reports, and promptly notifies the Miscellaneous Payments Section of errors via written or verbal inquiry. (For a description of the reports generated for TUMS users, see **Reports**.)
- Reviews TELE03 Report No. 08, Telephone Invoice Verification Transmittal, for instances of personal call charges or invoice errors; notifies COD, via the transmittal, only when an invoice correction is required. (See **Reports** for specific instructions on corrective actions to be taken).
- Instructs vendors to submit invoices directly to the Miscellaneous Payments Section at Post Office Box 60,000, New Orleans, Louisiana 70160.
- Requests payment information and account status through the Reporting Center (for telecommunications only) or through the Miscellaneous Payments Section. (See **Who To Contact For Help** under **About This Procedure** for information.)
- Informs vendors that USDA is exempt from Federal and state taxes when establishing the service.
- Requests the Miscellaneous Payments Section to issue tax exemption certificates if requested by a vendor.
- Performs periodic inventory of all telecommunication services and equipment.
  Note: The Reporting Center performs an extract from TELE every Sunday to populate the Reporting Center data.

Controller Operations Division:

- Maintains a master file of all accounts and matches the details established by agency offices to the vendor invoice before payment is processed.
- Mails reports to the agency T&A contact point location responsible for monitoring the activities of the telephone and utility accounts. These reports include TELE03 Report No. 08, Telephone Invoice Verification Transmittal, which is sent to agencies with a copy of the invoice.
- Makes payments to vendors for authorized invoices by the due date.
- Notifies agency offices of invoices that exceed agency-established service or toll limits and obtains agency approval prior to payment.

- Answers agency inquiries concerning status of accounts.
- Publishes guidelines to assist offices in using TUMS.
- Provides financial reporting to management.
- Notifies vendors of tax exemption status.

Security Access

Security is designed to prevent the unauthorized use of applications and databases. For security information, including user identification numbers (user ID's), passwords, and obtaining access to a specific application, see the Security Access procedure (Title VI, Chapter 1, Section 1).

Users must have an authorized NFC user ID and password to access TUMS. If you do not have a user ID and password, you must contact your agency's security officer.

The local agency security officer requests access for TUMS users from the NFC Information Systems Security Office (ISSO) via e-mail at *nfc.securityofc@usda.gov* or via fax at 504-253-5798. The request for access must include the following:

- 2-position Department code
- 2-position agency code
- NFC user ID
- Name
- Contact telephone number

Reports

Hardcopy reports generated by the TELE and UTVN internal processing systems are issued to agencies, via their designated T&A contact point locations. Although the reports are not generated by TUMS, they are used by agencies to ensure the accuracy of their TUMS telephone and utility accounts. An illustration of each report is included under **Exhibits**.

Report Number	Report Title	Description	Distribution
TELE03 Report No. 08	Telephone Invoice Verification Transmittal (**Exhibit 1**)	This report is one of the control features of TELE which agencies can utilize to ensure that invoices contain only authorized charges. The report is generated when an audit selection process is initiated by one of the following criteria:	Mailed to the designated T&A contact point location with a copy of the telephone invoice

<table>
<tr><th>Report Number</th><th>Report Title</th><th>Description</th><th>Distribution</th></tr>
<tr><td></td><td></td><td>
1. Reasonableness Check - An invoice is selected for audit when toll, service, or miscellaneous charges exceed the maximum tolerance amount established on an account.
Note: TELE has a $500 maximum for all miscellaneous charges. Agencies cannot change the miscellaneous charges maximum; however, the maximum limits for toll and service charges can be increased or decreased via TUMS.
2. Sampled Invoice - An invoice is selected for this audit when an account is randomly selected by COD.
3. Agency Request - An invoice is selected for this audit when agency representatives request a copy of the invoice from NFC.
Upon receipt of the transmittal and accompanying invoice, the agency office should make a thorough review of the charges billed and take the following action:
If a telephone vendor billing error is found, the agency office must resolve the error directly with the vendor and enter the adjustment on the Telephone Invoice Verification Transmittal under Item 35, Credit Due From Tel. Co., and mail to:
Controller Operations Division
Administrative Payments Branch
P.O. Box 60000
New Orleans, LA 70160-0001
COD will flag the account in anticipation of a credit on the next month’s bill.
If any of the maximum limits for the account need to be increased or decreased, update the master account via TUMS. (See Updating An Existing Telephone Master Account under Processing In TUMS.)
If personal calls are listed, obtain a check from the employee(s) for the amount of the call(s) and enter the adjustment on the Telephone Invoice Verification Transmittal under Item 36, Amt Due From Employees. Attach the check to the Telephone Invoice Verification Transmittal and mail to:
Government Employees Services
Division (GESD)
Administrative Billings and Collections Branch
P.O. Box 61765
New Orleans, LA 70165-0001
This is the preferred method of obtaining reimbursement for personal calls.
If the agency office is unable to obtain a personal check from the employee, complete the Telephone Invoice Verification Transmittal, Section C, Collection Data, and return to GESD at the address listed above. GESD will initiate a bill to make the collection.
Otherwise, for credits due or collections to be made, mail the transmittal to COD at the address listed above.
Note: Return the Telephone Invoice Verification Transmittal only if an adjustment entry is made in Items 35 and/or 36.
</td><td></td></tr>
</table>

Report Number	Report Title	Description	Distribution
UTVN06 Report 1	Utilities-Semiannual Status Report (**Exhibit 2**)	This report contains identifying information such as the utility vendor name and address, account numbers, service location, accounting codes, and the amount and date of the last payment made on behalf of the accounts. It is incumbent upon the agency to review this report thoroughly and update or delete the accounts as necessary. (See **Updating An Existing Utility Master Account** and **Deleting An Existing Utility Master Account** under **Processing In TUMS**.)The agency should also notify its local utility vendor to stop billing inactive accounts. If the accounts are in order, no action is necessary.	Mailed in January and July to the designated T&A contact point location

Introduction

Getting Started In TUMS

This section presents the following topics:

[Starting TUMS]
[Exiting TUMS]
[TUMS Operating Features]

Starting TUMS

TUMS is available on the Internet via the NFC Web site (*www.nfc.usda.gov*).

To launch the TUMS application:

1. Connect to the NFC Web site at *www.nfc.usda.gov.*
2. At the NFC home page Application Launchpad, click the TUMS icon.

   Note: A Security Alert dialog box may be displayed when you click the TUMS icon. If this warning appears, you have the option to request more information or request that the warning not be displayed in the future. If you do not want this warning to show every time you start TUMS, click **[OK]**.

3. A Warning dialog box (**Figure 1**) is displayed to advise users that they are connected to a U.S. Government computer and all use is for official government purposes only.

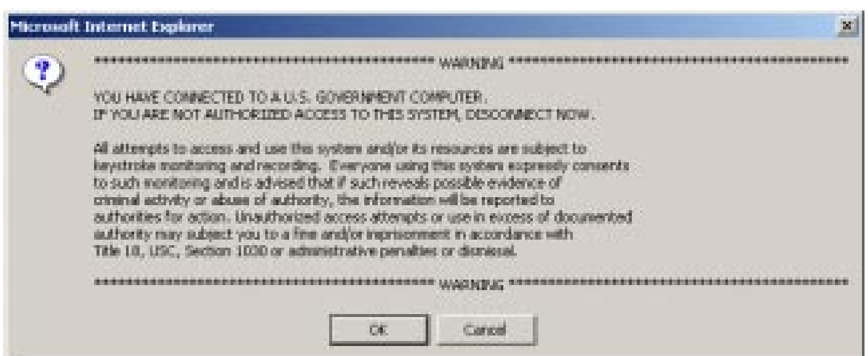

Figure 1. Warning dialog box

4. Read the warning and click **[OK]** to proceed. **Note:** Click **[Cancel]** to return to the NFC home page. The TUMS Logon page (**Figure 2**) is displayed.

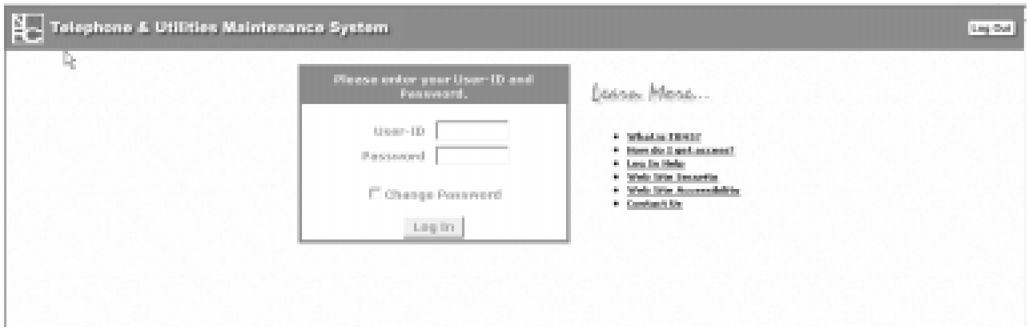

Figure 2. TUMS Logon page

5. Complete the fields as follows:

User-ID
Required, alphanumeric, 8 positions max.
Type your NFC user ID.

Password
Required, alphanumeric, 8 positions max.
Type your TUMS password. Passwords must be composed of three of the following four components: (1) upper case western alpha characters; (2) lower case western alpha characters; (3) numbers; and (4) special characters.

Change Password
Optional
Click the check box to change your password upon log in. The Change Password window is displayed.

Note: The first time you log in, you will be prompted to change your password. After the initial log in, you may change your password anytime you log into TUMS.

Before logging into TUMS, you may view the information listed under ***Learn More...*** which is on the right side of the log in box. The following options are available:

Learn More Option	Description
What is TUMS?	Provides a brief overview of the application.
How do I get access?	Explains how to obtain access to TUMS.
Log In Help	Provides information to assist with logging into TUMS and answers to frequently asked questions.
Web Site Security	Provides information on browser, Internet, and application security features.
Web Site Accessibility	Provides information about the accessibility of NFC Web sites in compliance with Section 508 of the Rehabilitation Act of 1973.
Contact Us	Used to send comments and questions to the NFC Webmaster pertaining to TUMS. The Webmaster can provide answers to technical questions and help with problems using TUMS, but cannot provide assistance with account inquiries.

6. Click **[Log In]**. The TUMS Main Menu (**Figure 3**) is displayed.

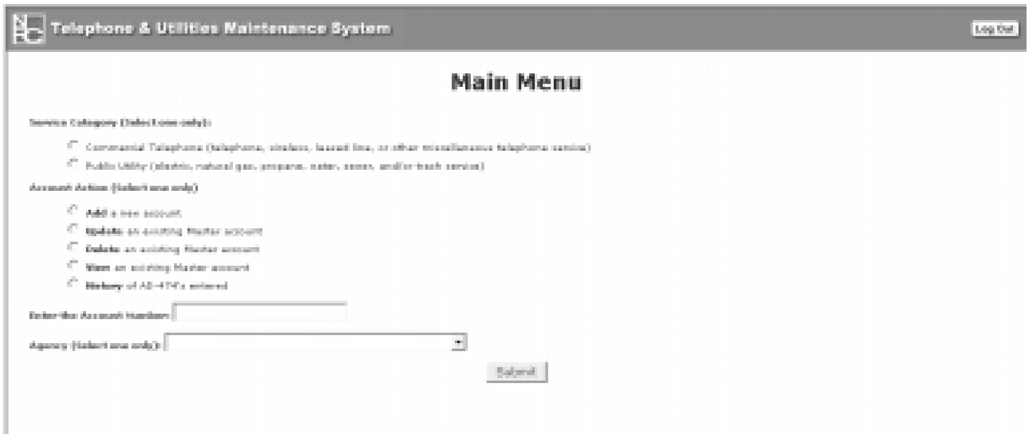

Figure 3. TUMS Main Menu

After accessing the TUMS Main Menu, the following options are available:

TUMS Main Menu Option	Function
Commercial Telephone	Used for telephone, wireless, internet, cable or other telephone service or equipment
Public Utility	Used for electric, natural gas, propane, water, sewer, and/or trash service.
Add a new account	Used to add a new master account for telephone or utility service or equipment.
Delete an existing Master account	Used to delete an existing telephone or utility master account.
View an existing Master account	Used to view an existing telephone or utility master account and the last three invoices paid.
History of AD-474's entered	Used to view the history of telephone or utility account additions, modifications, and deletions entered via TUMS.

Note: TUMS will automatically time out after 20 minutes if the application is open and not being used.

Exiting TUMS

To exit TUMS:

1. At any TUMS window, click **[Log Out]**. The message pop-up *You have been logged out* is displayed.
2. Click **[OK]**.
3. To close the open window, select ***File > Close***.

TUMS Operating Features

TUMS is designed in a Web medium, providing mouse-driven, point-and-click functionality; drop-down menus; and other Web features. This section reviews these basic features and describes other features that are specific to TUMS.

For more information, see:

TUMS Command Buttons
TUMS Pop-Up Windows
TUMS Drop-Down Lists
TUMS Radio Buttons
TUMS Check Boxes
System Edits

TUMS Command Buttons

TUMS contains command buttons that carry out the action described in the button's name. TUMS includes the following command buttons:

TUMS Command Buttons

Button	Description
Log In	Logs the user into TUMS.
Save Changes	Saves the entered data.
Cancel Changes	Cancels the entered data.
Submit	Submits the entered data.
Log Out	Logs the user out of TUMS.
Back to Menu	Returns the user to the TUMS Main Menu.

TUMS Pop-Up Windows

TUMS utilizes pop-up windows to elicit actions or deliver messages. Pop-up windows do not have a menu bar or a toolbar; however, they do have command buttons that carry out the action implied in the button's name. TUMS pop-up windows include the following command buttons used throughout TUMS:

TUMS Pop-up Command Buttons

Button	Description
OK	Indicates agreement with the message displayed in a pop-up window.

TUMS Drop-Down Lists

In TUMS, menus vary depending upon the window. The use of drop-down lists reduces manual input by displaying a list of valid values where choices are limited and allowing users to select the correct entry value.

To use a drop-down list:

1. Click the down arrow next to the field and a list of values valid for that field is displayed.

2. Click the appropriate value and the value is entered into the field.

TUMS Radio Buttons

Round buttons called radio buttons are used throughout TUMS. Radio buttons are used to specify selection criteria for a particular search or to select options such as a data category (e.g., commercial telephone, public utility).

TUMS Check Boxes

Check boxes are used throughout TUMS to select service type options (e.g., electricity, water).

System Edits

All entries in the system are subject to front-end system edits (except accounting code). If an error occurs or if required data is omitted when submitting the data, a message is displayed on the pop-up window. Error messages are displayed one at a time and are displayed in sequential order. All errors must be corrected before the system will complete the requested action.

Processing In TUMS

Telecommunication and utility vendors operate under state tariffs that specify payment due date terms. Upon receipt and examination of the telecommunication vendor invoice, the Miscellaneous Payments Section determines the payment due date provisions of the invoice. These provisions provide for timely payment, which in turn provides better relationships with contractors, improved competition for Government business, and reduced costs to the Government for goods and services.

Note: In an effort to ensure that these provisions are met, agencies must direct vendors to submit their invoices directly to the Miscellaneous Payments Section. Agencies that cooperate in this matter will help to ensure timely payments to vendors without incurring late payment penalties.

This section presents the following topics:

[Commercial Telephone]

[Public Utility]

Commercial Telephone

Telephone service types are explained below.

Telephone Services. Includes Inter-Exchanges Carrier (IEC) (e.g., AT&T Commercial, Sprint Commercial, MCI Commercial); Local Exchange Carrier (LEC) charges for both toll (long distance) and local; data circuits; international telephone (non-FTS); local and long distance; data internet services provider (ISP) charges; Voice Over IP (VOIP) recurring charges only; and VPN services. A master account must be established in TUMS.

Wireless Telephone Services. Includes cellular, pagers, satellites, microwaves, Enhanced Specialized Mobile Radio (ESMR), and cable television. The master account must be established in TUMS by the vendor’s account number.

Telephone Credit Cards. The FTS2000 Federal Calling Card is the only authorized telephone credit card for domestic long-distance calls. Prior to the FTS2000 contract, agencies were empowered to request and use commercial telephone credit cards for both domestic and international long-distance telephone calls associated with their respective office telephone line(s). The use of the FTS2000 calling cards for domestic long-distance calls is required by public law, the Federal Information Resources Management Regulations (FIRMR), and Departmental Regulation (DR) 3300-1, Telecommunications, Appendix A, Long-Distance Service.

Leased or Dedicated Telephone Line. This is a private line service connecting two or more locations and used for voice, teletype, or computer connections. Agencies contracting leased or dedicated line service must establish the master account in TUMS prior to receipt of the invoice.

Other Miscellaneous Telephone Services. This service type is not presently used.

For specific instructions, see:

- [Adding A New Telephone Account]
- [Updating An Existing Telephone Master Account]
- [Deleting An Existing Telephone Master Account]
- [Viewing An Existing Telephone Master Account]
- [Viewing History Of Telephone Account Additions, Modifications, and Deletions]

Adding A New Telephone Account

This section contains instructions on adding a new commercial telephone master account.

To add a new telephone account:

1. At the TUMS Main Menu (**Figure 3**), click **[Commercial Telephone]** under Service Category.

2. Click **[Add a new account]** under Account Action.

3. Complete the fields as indicated below:

Enter the Account Number:

Required, alphanumeric, 23 positions max.

Type the appropriate account number.

Agency (Select one only):

Required

Click the down arrow to view the drop-down list and click the appropriate agency.

4. Click **[Submit]**. The Create a New Telephone Account window (**Figure 4**) is displayed.

Figure 4. Create a New Telephone Account window

5. Complete the fields as indicated below:

***Account Number:**

No entry

The account number is system generated.

***T&A Contact Point:**

Required

Click the down arrow to view the drop-down list and select the appropriate T&A contact point.

***Service Type:**

Required

Click the down arrow to view the drop-down list and select the appropriate service type. (See an explanation of each service type under **Commercial Telephone**.)

***Vendor Name:**

Required, alphanumeric, 35 positions max.

Type the name of the vendor to receive payments. Use the vendor's full name.

***Billing Cycle:**

Required

Click the down arrow to view the drop-down list and select the appropriate billing cycle.

Beginning Date: (MMYY)

Required, 2 numeric fields, 2 positions each

Type the two-position month the service is effective and press **[Tab]**. Type the two-position year the service is effective (e.g., **07 04** is July 2004).

***Name:**

Required, alphanumeric, 35 positions max.

Type the name of the agency office receiving the service.

***Street Address:**

Required, alphanumeric, 35 positions max.

Type the street address of the agency office receiving the service.

***City:**

Required, alphanumeric, 20 positions max.

Type the city of the agency office receiving the service.

***State:**

Required, alpha, 2 positions

Type the two-letter state abbreviation of the agency office receiving the service.

Zip:

Required, numeric, 5 positions

Type the ZIP code of the agency office receiving the service.

Service Limit:

Required, numeric, 5 positions max.

Type the highest estimated invoice amount for any one invoice that would be received during the year, rounded to the nearest dollar.

Toll Limit:

Required, numeric, 5 positions max.

Type the estimated maximum amount established for toll charges, rounded to the nearest dollar.

Accounting:

Required, alphanumeric, 35 positions max.

Type the agency-assigned management or accounting classification code in the format specified by your agency. A maximum of 10 lines of accounting may be added.

%:

Required, numeric, 3 positions max.

Type the percentage of distribution for each line of accounting. The total must equal 100 percent.

Fund Code:

Required, alphanumeric, 2 positions

Type the NFC-assigned fund code for each line of accounting.

Unit (FS only):

Required for Forest Service only, numeric, 2 positions

Type the 2-digit unit code for each line of accounting.

Note: Essential elements against which reports can be run in the Reporting Center are identified with an asterisk.

6. Click **[Submit]** to add the new account. The message pop-up *AD-474 Transmittal accepted - account will be updated in next TELE cycle* is displayed.
7. Click **[OK]**. The Main Menu is displayed.

Updating An Existing Telephone Master Account

This section contains instructions on updating information in an existing commercial telephone master account. Updating consists principally of overlaying the new data over the existing data.

To update an existing telephone master account:

1. At the TUMS Main Menu (**Figure 3**), click **[Commercial Telephone]** under Service Category.
2. Click **[Update an existing Master account]** under Account Action.
3. Complete the fields as indicated in Step 3 of **Adding a New Telephone Account**.
4. Click **[Submit]**. The Update an Existing Telephone Account window (**Figure 5**) is displayed.

   Note: If multiple accounts using the same base account number exist, the Multiple Accounts using the same base Account Number window will be displayed. In this instance, click on the radio button next to the correct suffix/service location, then click **[Submit]**.

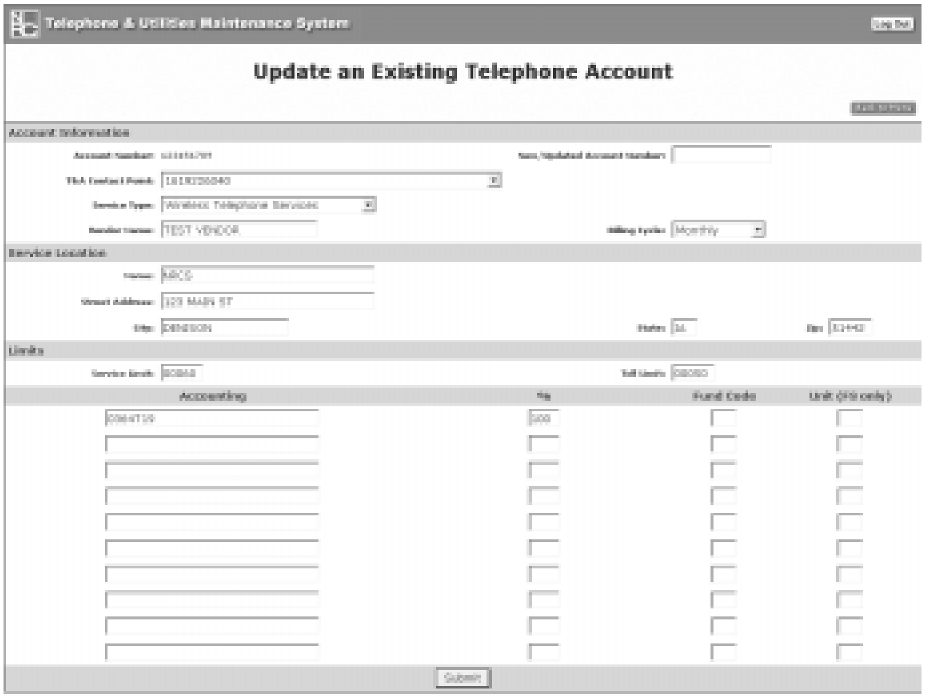

Figure 5. Update an Existing Telephone Account window

5. Complete only those fields which will contain updated information according to the instructions in **Adding A New Telephone Account**.

6. Click **[Submit]** to update the existing account. The message pop-up *AD-474 Transmittal accepted* - *account will be updated in next TELE cycle* is displayed.

7. Click **[OK]**. The Main Menu is displayed.

Deleting An Existing Telephone Master Account

This section contains instructions on deleting an existing commercial telephone master account.

To delete an existing telephone master account:

1. At the TUMS Main Menu (**Figure 3**), click **[Commercial Telephone]** under Service Category.

2. Click **[Delete an existing Master account]** under Account Action.

3. Complete the fields as indicated in Step 3 of **Adding a New Telephone Account**.

4. Click **[Submit]**. The Delete an Existing Telephone Account window (**Figure 6**) is displayed.

   Note: If multiple accounts using the same base account number exist, the Multiple Accounts using the same base Account Number window will be displayed. In this instance, click on the radio button next to the correct suffix/service location, then click **[Submit]**.

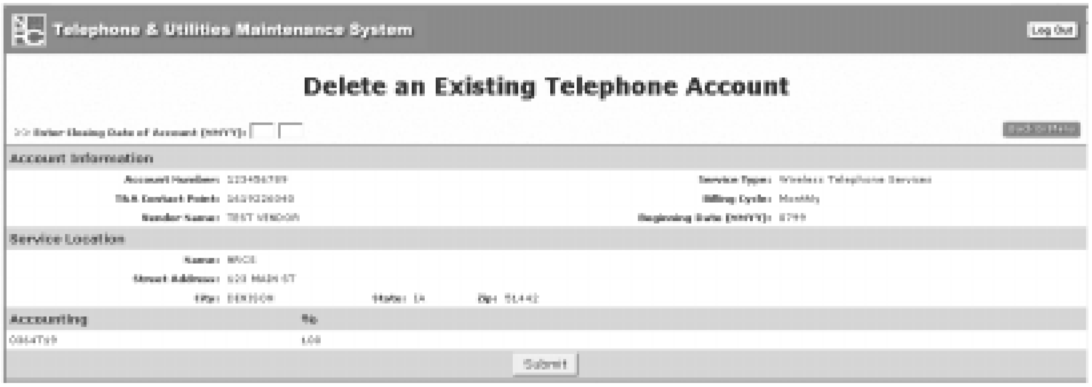

Figure 6. Delete an Existing Telephone Account window

5. Complete the fields as indicated below:

>>Enter Closing Date of Account (MMYY):

Required, 2 numeric fields, 2 positions each

Type the two-position month the account is to be closed and press **[Tab]**. Type the two-position year the account is to be closed (e.g., **07 04** is July 2004).

Note: The data in the remaining fields is system generated.

6. Click **[Submit]** to delete the existing account. The message pop-up *AD-474 Transmittal accepted - account will be updated in next TELE cycle* is displayed.

7. Click **[OK]**. The Main Menu is displayed.

Viewing An Existing Telephone Master Account

This section contains instructions on viewing an existing commercial telephone master account.

To view an existing telephone master account:

1. At the TUMS Main Menu (**Figure 3**), click **[Commercial Telephone]** under Service Category.

2. Click **[View an existing Master account]** under Account Action.

3. Complete the fields as indicated in Step 3 of **Adding a New Telephone Account**.

4. Click **[Submit]**. The TELE Account Master Inquiry window (**Figure 7**) is displayed.

   Note: If multiple accounts using the same base account number exist, the Multiple Accounts using the same base Account Number window will be displayed. In this instance, click on the radio button next to the correct suffix/service location, then click **[Submit]**.

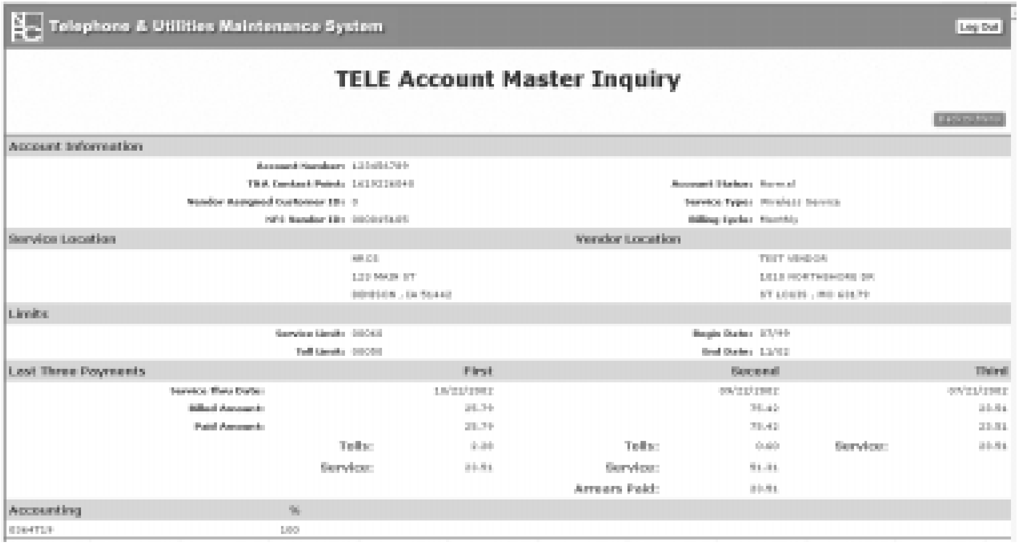

Figure 7. TELE Account Master Inquiry window

To return to the Main Menu, click **[Back to Menu]**.

Viewing History of Telephone Account Additions, Modifications, and Deletions

This section contains instructions on viewing the history of telephone account additions, modifications, and deletions.

To view the history of telephone account additions, modifications, and deletions:

1. At the TUMS Main Menu (**Figure 3**), click **[Commercial Telephone]** under Service Category.

2. Click **[History of AD-474's entered]** under Account Action.

3. Complete the fields as indicated in Step 3 of **Adding a New Telephone Account**.

4. Click **[Submit]**. The TELE Account History window (**Figure 8**) is displayed.

   Note: (1) If multiple accounts using the same base account number exist, the Multiple Accounts using the same base Account Number window will be displayed. In this instance, click on the radio button next to the correct suffix/service location, then click **[Submit]**. **(2)** The status of the master will read *Suspended* until the first invoice is received for a new master. **(3)** The T&A contact point cannot be modified until the first invoice is received for a master that is in suspended status.

Figure 8. TELE Account History window

To return to the Main Menu, click **[Back to Menu]**.

Public Utility

A utility company may require an agency service location to complete a meter reading card. In this instance, the agency must arrange to have the utility company submit the card directly to the service location for completion and not to the Miscellaneous Payments Section. The Miscellaneous Payments Section will return any incomplete meter reading cards it receives to the T&A contact point address assigned to the utility account.

If an agency service location is required to complete a meter reading card and the utility company will calculate the invoice, the meter reading card must be returned directly to the utility company. Do not send this type of meter reading card to the Miscellaneous Payments Section.

In isolated instances, an agency service location will be required to complete a meter reading card and also show the calculation of the payment. In this instance, the meter reading card should be sent directly to the Miscellaneous Payments Section for payment. The agency must arrange to send a duplicate of the meter reading card to the utility company.

For more information, see:

Adding A New Utility Account
Updating An Existing Utility Master Account
Deleting An Existing Utility Master Account
Viewing An Existing Utility Master Account
Viewing History Of Utility Account Additions, Modifications, and Deletions

Note: Because of the automated payment system, the Miscellaneous Payments Section cannot be responsible for mailing completed meter reading cards to utility companies along with the payment.

Adding A New Utility Account

This section contains instructions on creating a new utility master account.

To create a new utility account:

1. At the TUMS Main Menu (**Figure 3**), click **[Public Utility]** under Service Category.
2. Click **[Add a new account]** under Account Action.
3. Complete the fields as indicated below:

Enter the Account Number:

Required, alphanumeric, 25 positions max.

Type the appropriate account number.

Agency (Select one only):

Required

Click the down arrow to view the drop-down list and select the appropriate agency.

4. Click **[Submit]**. The Create a New Utility Account window (**Figure 9**) is displayed.

Figure 9. Create a New Utility Account window

5. Complete the fields as indicated below:

Account Number:
No entry
The account number is system generated.

T&A Contact Point:
Required
Click the down arrow to view the drop-down list and select the appropriate T&A contact point.

Vendor Name:
Required, alphanumeric, 35 positions max.
Type the name of the vendor to receive payments. Use the vendor's full name.

Billing Cycle:
Required
Click the down arrow to view the drop-down list and select the appropriate billing cycle.

Beginning Date (MMYY):
Required, 2 numeric fields, 2 positions each
Type the two-position month the service is effective and press **[Tab]**. Type the two-position year the service is effective (e.g., **07 04** is July 2004).

Name:
Required, alphanumeric, 35 positions max.
Type the name of the agency office receiving the service.

Street Address:
Required, alphanumeric, 35 positions max.
Type the street address of the agency office receiving the service.

Building Type:
Required
Click the down arrow to view the drop-down list and select the appropriate building type.

City:
Required, alphanumeric, 20 positions max.
Type the city of the agency office receiving the service.

State:
Required, alpha, 2 positions
Type the two-letter state abbreviation of the agency office receiving the service.

Zip:
Required, numeric, 5 positions
Type the ZIP code of the agency office receiving the service.

Service Type(s):
Each service type option is displayed with a check box. Click the check box to select the appropriate service type. The service type options are:

- Natural gas or propane

  Note: If natural gas or propane is selected, click the down arrow to the right of the option to view the drop-down list. Click **[Natural Gas]** or **[Propane]**, as appropriate.

- Electricity
- Water
- Sewer
- Trash

Winter:

Conditional, numeric, 5 positions max.

If natural gas or propane is selected, type the highest estimated invoice amount, rounded to the nearest dollar, for any one invoice that would be received from October through March of the calendar year.

Summer:

Conditional, numeric, 5 positions max.

If natural gas or propane is selected, type the highest estimated invoice amount, rounded to the nearest dollar, for any one invoice that would be received from April through September of the calendar year.

Note: For any service type selected other than natural gas or propane, type the corresponding highest estimated invoice amount for any invoice that would be received during the year, rounded to the nearest dollar.

Accounting:

Required, alphanumeric, 25 positions max.

Type the agency-assigned management or accounting classification code in the format specified by your agency. A maximum of 10 lines of accounting may be added.

%:

Required, numeric, 3 positions max.

Type the percentage of distribution for each line of accounting. The total must equal 100 percent.

Fund Code:

Required, alphanumeric, 2 positions

Type the NFC-assigned fund code for each line of accounting.

Unit (FS only):

Required for Forest Service only, numeric, 2 positions

Type the 2-digit unit code for each line of accounting.

6. Click **[Submit]** to add the new account. The message pop-up *AD-474 Transmittal accepted - account will be updated in next TELE cycle* is displayed.
7. Click **[OK]**. The Main Menu is displayed.

Updating An Existing Utility Master Account

This section contains instructions on updating an existing utility master account.

To update an existing utility master account:

1. At the TUMS Main Menu (**Figure 3**), click **[Public Utility]** under Service Category.

2. Click **[Update an existing Master account]** under Account Action.

3. Complete the fields as indicated in Step 3 of **Adding A New Utility Account**.

4. Click **[Submit]**. The Update an Existing Utility Account window (**Figure 10**) is displayed.

   Note: If multiple accounts using the same base account number exist, the Multiple Accounts using the same base Account Number window will be displayed. In this instance, click on the radio button next to the correct suffix/service location, then click **[Submit]**.

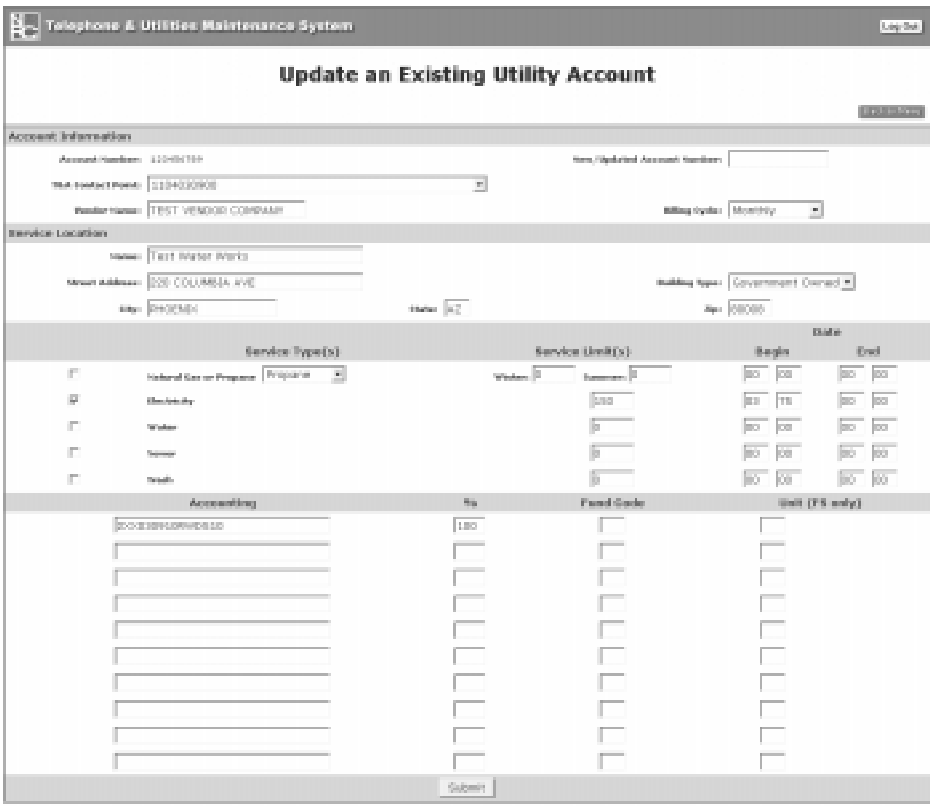

Figure 10. Update an Existing Utility Account window

5. Complete only those fields which will contain updated information according to the instructions in **Adding A New Utility Account**.

   Note: If the update includes beginning or ending a service, complete the Begin and End date fields for the service type selected as indicated below:

Begin

Conditional, 2 numeric fields, 2 positions each

Type the two-position month the service is effective and press **[Tab]**. Type the two-position year the service is effective (e.g., **07 04** is July 2004).

End

Conditional, 2 numeric fields, 2 positions each

Type the two-position month the service is discontinued and press **[Tab]**. Type the two-position year the service is discontinued (e.g., **08 04** is August 2004).

6. Click **[Submit]** to update the existing account. The message pop-up *AD-474 Transmittal accepted - account will be updated in next TELE cycle* is displayed.
7. Click **[OK]**. The Main Menu is displayed.

Deleting An Existing Utility Master Account

This section contains instructions on deleting an existing utility master account.

To delete an existing utility master account:

1. At the TUMS Main Menu (**Figure 3**), click **[Public Utility]** under Service Category.
2. Click **[Delete an existing Master account]** under Account Action.
3. Complete the fields as indicated in Step 3 of [Adding A New Utility Account](#).
4. Click **[Submit]**. The Delete an Existing Utility Account window (**Figure 11**) is displayed.

   Note: If multiple accounts using the same base account number exist, the Multiple Accounts using the same base Account Number window will be displayed. In this instance, click on the radio button next to the correct suffix/service location, then click **[Submit]**.

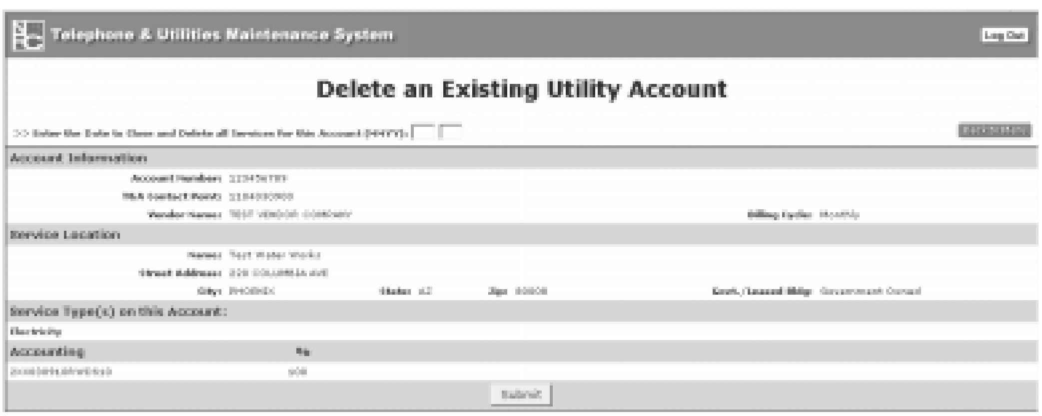

Figure 11. Delete an Existing Utility Account window

5. Complete the fields as indicated below.

>>Enter the Date to Close and Delete all Services for this Account (MMYY):

Required, 2 numeric fields, 2 positions each

Type the two-position month the account is to be closed and press **[Tab]**. Type the two-position year the account is to be closed (e.g., **07 04** is July 2004).

Note: The data in the remaining fields is system generated.

6. Click **[Submit]** to delete the existing account. The message pop-up *AD-474 Transmittal accepted - account will be updated in next TELE cycle* is displayed.

7. Click **[OK]**. The Main Menu is displayed.

Viewing An Existing Utility Master Account

This section contains instructions on viewing an existing utility master account.

To view an existing utility master account:

1. At the TUMS Main Menu (**Figure 3**), click **[Public Utility]** under Service Category.

2. Click **[View an existing Master account]** under Account Action.

3. Complete the fields as indicated in Step 3 of **Adding A New Utility Account**.

4. Click **[Submit]**. The UTVN Account Master Inquiry window (**Figure 12**) is displayed.

   Note: If multiple accounts using the same base account number exist, the Multiple Accounts using the same base Account Number window will be displayed. In this instance, click on the radio button next to the correct suffix/service location, then click **[Submit]**.

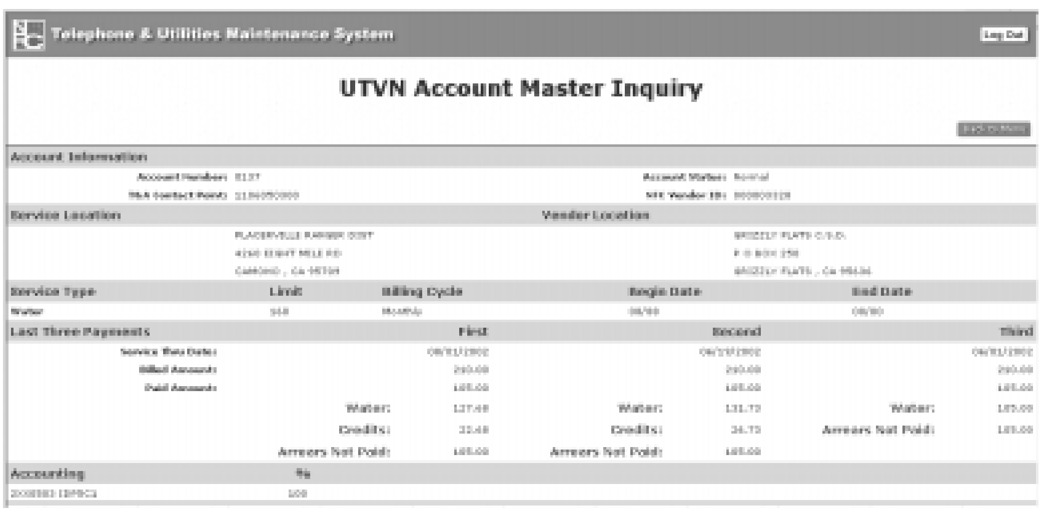

Figure 12. UTVN Account Master Inquiry window

To return to the Main Menu, click **[Back to Menu]**.

Viewing History of Utility Account Additions, Modifications, and Deletions

This section contains instructions on viewing the history of utility account additions, modifications, and deletions.

To view the history of utility account additions, modifications, and deletions:

1. At the TUMS Main Menu (**Figure 3**), click **[Public Utility]** under Service Category.

2. Click **[History of AD-474's entered]** under Account Action.

3. Complete the fields as indicated in Step 3 of **Adding A New Utility Account**.

4. Click **[Submit]**. The Utility Account History window (**Figure 13**) is displayed.

   Note: (1) If multiple accounts using the same base account number exist, the Multiple Accounts using the same base Account Number window will be displayed. In this instance, click on the radio button next to the correct suffix/service location, then click **[Submit]**. **(2)** The status of the master will read *Suspended* until the first invoice is received for a new master. **(3)** The T&A contact point cannot be modified until the first invoice is received for a master that is in suspended status.

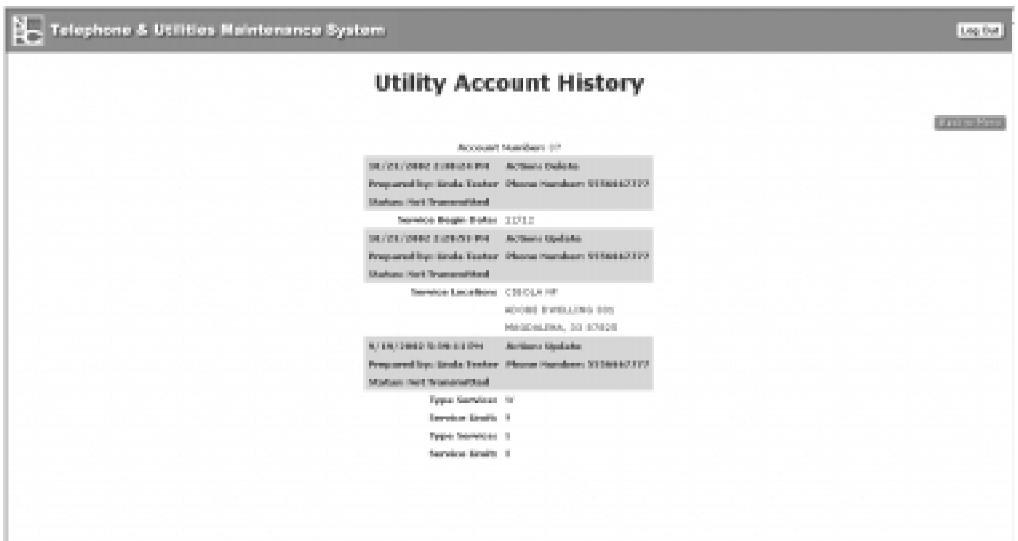

Figure 13. Utility Account History window

To return to the Main Menu, click **[Back to Menu]**.

Exhibits

This section contains the following exhibits:

1. TELE03 Report No. 08, Telephone Invoice Verification Transmittal

TELE03 RUN DATE 09/11/03 TELEPHONE INVOICE VERIFICATION TRANSMITTAL RPT. #08 PAGE 1

****** PLEASE EXAMINE THE MAXIMUM CHARGES FOR THIS ACCOUNT AND INCREASE IF NECESSARY BY SUBMISSION OF FORM AD-474 *******

A. PAYMENT IDENTIFICATION BATCH XXXXXXXXX SEQ NO 217 SCHED NO F23255 REFLECTS: REASONABLENESS CHECK

(2) CONTACT POINT	(5) ACCOUNT NO	(11)VENDOR NAME	(7,17-19) SERVICE LOCATION
00 00 0000 00	12345	ABC CO.	FS 123 MAIN ST ANYTOWN, US 12345 00 0000 000

(31) CORRECTED BILL DATE	TOLL CHGS PAID	TOLL MAXIMUM	SERV CHGS PAID	SERV MAXIMUM	MISC PAID	MISC MAXIMUM
09/03			298.25	209.00		

B. CALL VERIFICATION

(32) CHARGE REFERENCE	(33) NUM CALLS BILLED IN ERROR	(34) NUM UNAUTHORIZED PERSONAL CALLS	(35) CREDIT DUE FROM TEL. CO	(36) AMT DUE FROM EMPLOYEES (ATCH CHK(S) OR CMPLT SECT C)
3254B0048217				

C. COLLECTION DATA

NAME OF CALLER	SSN	MAILING ADDRESS	DATE OF CALL	AMT TO BE COLLECTED

"CHARGES WHICH WERE ERRONEOUSLY BILLED HAVE BEEN RESOLVED WITH THE TELEPHONE COMPANY OR EMPLOYEE AND THE ADJUSTMENT ENTERED IN BLOCKS 35 & 36"

SIGNATURE - PHONE - - - - - - - - DATE - - - - - - - - - - - -

DO NOT RETURN THIS DOCUMENT TO NFC UNLESS BILL ADJUSTMENT ENTRIES ARE INCLUDED IN COLUMNS 35 AND 36

USDA-NFC-SHAL3

2. UTVN06 Report 1, Utilities-Semiannual Status Report

DATE PREPARED: 07/31/03 USDA NATIONAL FINANCE CENTER PAGE 6
UTVN06 REPORT 1 UTILITIES - SEMIANNUAL STATUS REPORT

1139091400

THE UTILITIES - SEMIANNUAL STATUS REPORT PROVIDES YOUR UTILITIES ACCOUNT NUMBER(S) AND THE RELATED ACCOUNTING DATA STORED IN THE MASTER FILE MAINTAINED BY THE NATIONAL FINANCE CENTER(NFC). WE ASK THAT YOU REVIEW THIS LISTING TO VERIFY THE ACCURACY OF THE MASTER FILE DATA. IF THERE ARE ANY ERRORS ON THIS REPORT, PLEASE SUBMIT FORM AD-474, TRANSMITTAL - TELEPHONE AND UTILITIES, AS DESCRIBED IN THE UTILITIES PROCEDURE. DO NOT RETURN THIS REPORT TO NFC.

VENDOR: ABC WATER ASSOCIATION INC
123 CENTRAL AVENUE
ANYTOWN, US 12345

ACCOUNT NUMBER	GSA LOCATION CODE & SERVICE LOCATION	TYPE SERV/BLDG	AGENCY & ACCT STAT ACCOUNTING CODES	DIST	LAST PAID	LAST DATE
000000	00 0000 000 US FOREST SERVICE 123 MAIN ST ANYTOWN, US 12345	W /G	11 XXXX XXXXX XXX MAX BILL AMT = $189*	100%	584.48	06/03
000000	USDA FOREST SERVICE 456 STATE ST ANYTONW, US 67890	W /G	11 XXXX XXXXX XXX MAX BILL AMT = $2,500	100%	260.53CR	06/03
000000	USDA FS 789 MAIN ST ANYTOWN, US 12345	W /G	11 XXXX XXXXX XXX MAX BILL AMT = $100	100%	37.47	06/03
000000	USDA FOREST SERVICE 456 CENTRAL AVE ANYTOWN, US 12345	W /G	11 XXXX XXXXX XXX MAX BILL AMT = $40*	100%	718.62	06/03

VENDOR: XYZ WATER DISTRICT
P O BOX 000
ANYTOWN, US 12345

ACCOUNT NUMBER	GSA LOCATION CODE & SERVICE LOCATION	TYPE SERV/BLDG	AGENCY & ACCT STAT ACCOUNTING CODES	DIST	LAST PAID	LAST DATE
000000	USDA FS 789 CENTRAL AVE ANYTOWN, US 12345	W /G	11 XXXX XXXXX XXX MAX BILL AMT = $450	100%	334.85	06/03

(LAST PAGE)

* AN AVERAGE OF THE LAST 3 PAYMENTS IS HIGHER THAN THE CURRENT MAX SERVICE AMT, CONSIDER THE NEED FOR A MAX SERVICE AMT INCREASE.

USDA-NFC-SHAL3

Exhibits

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.